

Possible Accident Investigation Questions

Some of the questions below will be applicable and some will not. Which questions are applicable depends on the nature and circumstances of the accident.

HOW

How does the injured employee feel now?
How did the injury occur?
How could this accident have been prevented?

WHO

Who was injured?
Who saw the accident?
Who was working with the injured person?
Who had assigned the person to the work task?
Who had trained the person on the hazards and protective measures for this task?
Who else was involved?

WHAT

What were the causal factors of the accident?
What were the injuries?
What was the person doing when injured?
What had the person been instructed to do?
What tools was the person using?
What machinery/equipment was involved?
What was the condition of the machinery/equipment involved?
What training had been given?
What specific precautions were necessary?
What personal protective equipment was being used?
What personal protective equipment should have been used?
What will be done to prevent a recurrence?
What safety rules were in place to prevent this type of accident?
What safety rules were being followed?
What were the environmental conditions (e.g., lighting, floor surface, etc.)?

WHEN

When did the accident occur?
When did the person start this task?
When was the person assigned to this department?
When had the supervisor last checked on the job progress?

WHY

Why was the person injured?
Why did the person do what he/she did?
Why wasn't protective equipment used?
Why weren't specific instructions issued?
Why didn't the person check with the supervisor when he/she noted things weren't as they should be?
Why did the person continue to work under these circumstances?

WHERE

Where did the accident occur?
Where was the person at the time of the accident?
Where was the supervisor at the time?
Where were fellow workers at the time?

Information and documentation that may be needed during an accident investigation

- Inspection logs
- Applicable policies and procedures
- JSA (Job Safety Analysis)
- Equipment Operations Manuals
- Condition of all equipment involved
- Check training Records
 - Was appropriate training being provided?
 - When was training provided?
- Check equipment maintenance records
 - Is regular PM or service provided?
 - Is there a recurring type of failure?
- Check accident records
 - Have there been similar accidents or injuries involving other employees?